

Frequently Asked Questions

NPS Electronic Annual Financial Reports

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Q. What is the website for the NPS electronic Annual Financial Report (AFR)?

A. The AFR website is: http://www.concessions.nps.gov/tools_afr.htm

Q. Where can I find the User's Guides?

A. The User's Guides are posted on the website listed above. This document provides specific guidance as to how to create an AFR account, fill out, and submit the AFR.

Q. What are the differences between the Web Entry and Excel Entry processes?

A. The Excel Entry AFR process has been in place since 2008. Microsoft Excel and PC are required to complete the AFR using the system. The Web Entry process is new for the FY2013 submission season. All it requires is an internet connection and an updated web browser, and it is compatible with both Mac and PCs. There is nothing to download to complete the AFR via the Web Entry system, as the entire process is completed via the internet.

Q. What is my Concessioner ID (ConcID)?

A. The concessioner ID is the middle part of your contract number, which can be found on the front page of your contract. If your contract number is CC-BUIS002-07, for example, then your concID is BUIS002.

Q. What should I do if I try to create an AFR account and my concID is not on the drop down list or the concID is incorrect?

A. Call Jamie Paradise at 303-987-6919, Thomas Drake at 303-987-6916, or email afr_submission@nps.gov.

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Q. Do I need to recreate my AFR account every year or can I use the same one over and over?

A. You only have to establish your account one time, the email and password you used when the account was established can be used year after year. The account can be updated if any of the account information changes.

Q. Who should I contact if I need help with my AFR?

Call Jamie Paradise at 303-987-6919, Thomas Drake at 303-987-6916, or email afr_submission@nps.gov.

Q. If I don't have Microsoft Excel on my computer or use a Mac, can I electronically submit my AFR?

A. Yes, the new web entry system is compatible with Mac because it is entirely web-based. See the Web Entry User's Guide for more information. The Excel Entry process is not compatible with Mac.

Q. Can I submit a paper copy of the AFR instead of an electronic copy?

A. No, unless there are extenuating circumstances. If submitting an electronic copy creates a hardship for you, submit a written request to the superintendent of your park describing the hardship and requesting permission to submit a paper copy. If the superintendent approves your request, make two copies of your AFR; send one to your park and one to the [WASO office](#). This approval is granted on an annual basis only, a written request to submit a paper copy would have to be submitted each year.

Q. The buttons on the Submit worksheet of the AFR Excel form are not working, what should I do?

The macro security levels in Excel need to be changed. The directions for setting the macro security levels are in the *AFR Excel Entry User's Guide*. Before trying to change the macro security settings, close the AFR form on your computer, then follow the steps in the *AFR Excel Entry User's Guide*. When you are done, reopen the AFR form file.

Once the AFR form has been opened, you can then test your computer to see if the macro security settings have been set correctly by doing the following:

- Click on the "Concessioner Info" worksheet tab at the bottom of the screen;
- Scroll to the top of the worksheet;
- Click on the "Info" button at the top left corner of the screen;
- A window titled "Instructions – AFR Form" should pop up;
- If the above window pops up, then the macro security settings are correct. To close this window click on OK twice.
- If the "Instructions – AFR Form" window does not come up when you click on the "Info" button at the top left corner of the screen, then the macro security settings are still not correct and you may need to go through the steps again.

Q. I set the macro security settings in Excel to low, but the buttons on the Submit Worksheet are not working.

A. Save your form, then exit Excel and reopen again.

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Q. Can I add other worksheets to the AFR Excel file?

A. No, if other worksheets are added to the AFR file, the file will not be able to upload successfully to the National Park Service website. However, additional documents can be uploaded separately via the AFR website. See the *AFR Excel Entry User's Guide* for instructions.

Q. How do I calculate deductions for Franchise Fees if I use the AFR Short Form?

A. There is a supplemental Short Form Fees Worksheet available on the AFR website for Short Form users. You should fill in this schedule and submit it as an additional document along with your AFR.

Q. Do any schedules on the AFR still need to be reviewed or audited?

A. Yes, the AFR Long Form includes space for two years of data on Schedules A, A-1, C, and E. Your CPA should Audit your AFR if your revenue is over \$1,000,000 or Review your AFR if your revenue is \$500,000 - \$1,000,000. Make sure you submit the Opinion Letter and Notes to the Financial Statements from your CPA with your AFR.

Q. I am required to have my AFR audited or reviewed. How do I submit the opinion letter and other documents from my CPA?

A. PDF or Word copies of the review or audit documents should be submitted to the AFR website as attachments to the AFR. See the User's Guides for instructions. Also do not lock or protect these files.

Q. Can I cut and paste from another document?

A. Sometimes, but it is not recommended because there is a high potential for errors. If you want to cut and paste, make sure the cell you are copying from contains a whole number. All number cells in the AFR are formatted with a zero decimal point and if a number with decimals is pasted into one of the AFR cells, you may get an error when you try to submit the AFR. Furthermore, it can create rounding errors that can affect the rest of the AFR.

Q. What should I do if I realize I made a mistake on my AFR after it has been submitted?

A. First, let the concessions specialist at your park know about the mistake.

- If you used the Excel form, reopen your saved Excel copy of the AFR and make the necessary changes. Then go to the Submit tab, create a new Prepared Data file, and submit the new Prepared Data file to the AFR website.
- If you used web entry, your form is saved on the site. Just log-in and make the necessary changes, then click Submit on the Submit tab.

National Park Service WASO Commercial Services Program Contact Info

Note: If you have received permission from your Superintendent to submit a hard copy of the AFR, make two copies of the AFR. Send one copy to the Park, and attach a copy of the letter of approval from your Superintendent to the other copy and mail it to the address below.

WASO Commercial Services Mailing Address:

12795 W Alameda Parkway

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